

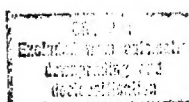
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**Attachment A**

The basic functions of the FI/D Records Management Officer include the following:

- a. Administer the records management program for FI/Division D.
- b. Monitor and enforce compliance with CS and Agency records procedures.
- c. Represent FI/D in liaison with DD/P/SG, RID, Area Divisions, and OSI on records problems.
- d. Provide guidance to field stations and Area Divisions re prescribed policies and procedures for the secure handling of **COMINT** material.
- e. Development of a document control system tailored to the needs of the field stations and headquarters.
- f. Establishment of records procedures within FI/D thru FI/D NOTICES.
- g. Prepare Vital Materials Deposit Schedule for FI/D. Coordinate FI/D submissions to the Vital Materials program, and follow-up on continuance of compliance with Vital Materials requirements.
- h. Prepare annual records inventory for FI/D. Follow-up on the purging of useless material in order to create a more effective reference collection and more efficient use of working space and safe equipment.
- i. Approve requests for filing equipment and insure that the most effective use is made of this equipment.
- j. Provide guidance to FI/D personnel in the retirement of inactive files to the Agency Records Center.
- k. Brief senior FI/D personnel on current developments and information storage and retrieval techniques related to specific headquarters records problems.
- l. Act as focal point for forms management and procurement.
- m. Maintain up-to-date Records Control Schedule for FI/D.
- n. Designate, with the concurrence of the CI/Staff, Records Officers for FI/D.

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- o. Schedule FI/D personnel for Clandestine Services Records Courses and RIB Tours and Briefings.
- p. Review operational [ ] CS documents, which have been marked for destruction by CS Records Officers, for ultimate determination as to retention or destruction.
- q. Coordinate on file openings, closings and destruction.
- r. Nominate and help train records officers and registry personnel for FI/D.
- s. Take initiative in having included in the Central Retrieval System those special communications and file collections set up for reasons of expediency or sensitivity.
- t. Participate in Agency and CS/OTR records training programs.
- u. Conduct research on records techniques and procedures to improve and promote efficient paperwork management practices.
- v. Attend CS Records Management Officers and Agency Records Officers meetings and Exhibits.

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